

REQUEST FOR PROPOSAL – Secondary
Release Date: February 7, 2020

Notice to Prospective Proposers: Multiple Awards
Arts in Corrections Program – Coordinating Organizations RFP # 2019-01

ESPAÑOL: Si usted necesita una interpretación o una traducción por escrito de esta Propuesta de Solicitud, puede [enviar un correo electrónico](#) o llamar (916) 322-6371.

You are invited to review and respond to this Request for Proposal (RFP) pursuant to Public Contract Code sections 10340 to 10345 (See [State Contract Manual, Volume 1, Section 5.25](#)). In submitting your proposal, you must comply with the instructions listed in this RFP document. A tutorial video on how to complete the RFP, related proposal templates and template instructions are [available online](#).

In the opinion of the California Arts Council (CAC), this RFP is complete and without need of explanation. If potential bidders have additional questions regarding intent, expectations, or other topics pertaining to this RFP, may submit an [email](#) to Roman Sanchez in accordance with the timeline below. See Key Action Dates (on page 8) for more deadlines and additional information:

- Round 1 Questions due March 5, 2020 at 4:00 PM
- [Optional Webinar](#) on March 5, 2020 at 3:00 PM
- Round 2 Questions due April 8, 2020 at 4:00 PM
- **Proposal Submissions due **May 11, 2020 at 9:00 AM****

Anyone reading this RFP is encouraged to complete an optional survey about this RFP, including those that do not submit a proposal, by [following this link](#).

The California Arts Council is committed to the accessibility of its online content. If you do not have Internet access and need to obtain a hard copy of this RFP, and/or need an interpretation or written translation of this RFP in another language, call (916) 322-7122. Large print is also available upon request.

Please note that no verbal information given will be binding upon the State unless such information is issued in writing as an official addendum.

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Prior to reading this RFP, read Appendix 1: Glossary of Terms on page 16.

A. Optional Feedback Survey

The CAC is committed to the continued assessment of program materials to reflect equitable practices, clarity, and accessibility. To that end, anyone reading this RFP is highly encouraged to complete a survey about this RFP, including those who choose not to submit a proposal.

All responses to the survey will remain anonymous and will not impact a submitted proposal. The survey will take no more than 10 minutes to complete. To access the survey, [click here](#).

B. Purpose of the RFP

The CAC's Arts in Corrections (AIC) program contracts with [nonprofit organizations](#), arts-related units of government, or other entities (also known as Coordinating Organizations) to provide arts workshops with teaching artists (also referred to as Arts Providers) in cultural, folk & traditional arts, literary, media, multidisciplinary, performing, and visual arts to people currently incarcerated in California Department of Corrections and Rehabilitation (CDCR) adult facilities.

The main responsibilities of AIC Coordinating Organizations include:

- Administering arts programs at their contracted institutions throughout the state
- Coordinating Arts Provider training with consultants and organizations experienced in the field of prison arts and CDCR
- Ensure organization personnel and Arts Providers receive training and professional opportunities
- Work collaboratively with CAC and CDCR to collect data about their AIC program.

The purpose of this RFP is to contract with new and returning Coordinating Organizations to **further diversify the program to promote healing and well-being, and to expand the art and cultural disciplines** of the AIC program based on the recent assessed needs of the institutions.

Proposals may be submitted for up to a **maximum budget of \$100,000 per proposed institution**. Budgets that exceed the maximum amount may not be considered during evaluation.

Multiple contracts are expected to be awarded through this RFP process. Proposing organizations may be awarded a contract for up to a maximum of three institutions but may be awarded additional institutions if there are programmatic needs at institutions where not enough proposals were received. In other words, you may submit proposals to more than three institutions but may not be awarded for more than three. The term of the awarded contract will be for a year (July 2020 - June 2021), with the intention to extend the contract for another two years, contingent upon funding resources, performance of the Coordinating Organization, and the programmatic needs of the AIC program. Contract rates for the subsequent years are negotiable.

The extension, terms, conditions and prices shall be by mutual agreement between the Coordinating Organization and the CAC. If a mutual agreement cannot be met, the contract may be terminated at the end of the current contract term (June 2021).

C. Proposal Template

Proposers must respond to this RFP following all the instructions in this document, including the templates provided (listed below):

- Required Attachment Checklist
- Section 1: Organization Information
- Section 2: Proposed Institution(s)
- Section 3: Additional RFP Documents

Templates for these required sections and attachments are available for [download online](#) and in eProcure. Template instructions and requirements are also included.

D. Background

Administered by the CAC and made possible via an interagency agreement with the CDCR, California's Arts in Corrections program is designed to have a positive impact on the social and emotional well-being of people experiencing incarceration. Arts learning can increase critical thinking skills, build positive relationships and promote healing and meaningful interactions between participants and their peers, facility staff, loved ones, and other individuals and community groups both inside and outside of the boundaries of their institution.

Currently, AIC programs offer an array of art disciplines. Programming is provided by Arts Providers who are trained in leading rehabilitative programs and are sensitive to the needs and circumstances of people in incarceration.

In fiscal years 2013-14 and 2014-15, the CAC and CDCR enacted a two-year AIC pilot program with a two-year investment of approximately \$2.5 million. The successful pilot was adopted as an ongoing program that now has an annual budget of \$8 million. In fiscal year 2016-17, the CAC expanded AIC programming to all 36 correctional facilities. To learn more about the history of the program, visit the [California Arts in Corrections website](#).

About the California Arts Council

The mission of the California Arts Council, a state agency, is to advance California through the arts and creativity. The Council is committed to building public will and resources for the arts; fostering accessible arts initiatives that reflect contributions from all of California's diverse populations; serving as a thought leader and champion for the arts; and providing effective and relevant programs and services. To learn more about the CAC, visit our [website](#).

E. Scope of Work

Coordinating Organizations are responsible for the creation and the implementation of arts curricula that is carried out by Arts Providers. The goal of the contract is the execution of **direct instruction and guidance in the creation of and participation in** cultural, folk & traditional arts, literary, media, performing, and visual arts to Participants of the AIC program in CDCR facilities.

Coordinating Organizations and Arts Providers are responsible for working with CDCR staff at the institutions, identify potential Participants, and coordinate with CDCR to find appropriate space(s) for their AIC programs.

Coordinating Organizations may utilize employees of the organization, independent contractors, or a combination of both for the Arts Providers.

1. Institutions

The institutions listed in Appendix 2 are requesting additional AIC programming. All applicants are strongly encouraged to apply only to the institutions in Appendix 2. If a proposal is submitted for an institution not listed in Appendix 2, it must include a letter

from the institution's Warden or Community Resource Manager requesting your program. However, a request letter does not guarantee the proposer will receive an award.

Proposers must submit one proposal for all facilities they wish to provide programming to, preferably with ongoing programming throughout the duration of the contract. Note that space availability is subject to change and Proposers must be flexible to location changes within the institution and/or to another institution. Proposers should also allow for flexibility with unexpected delays in entering an institution.

Proposers who are new to the AIC program should allow at least two months for mandatory trainings and institution clearances before beginning any workshops.

Proposers who currently provide arts programming or have been awarded an Innovative Programming Grant and/or Long-Term Programming Grant by CDCR for arts programming may apply for the same institutions for which they were previously awarded a CDCR grant if the curriculum of the program proposed for this RFP is different from the CDCR grant.

For information about CDCR facilities, visit the CDCR [Facility Locator Map](#) webpage.

F. Expected Competence and Minimum Qualifications

Proposers should review, understand, and meet the expectations and minimum qualifications of Coordinating Organizations below before submitting a proposal. Coordinating Organizations must:

- Be a California-based nonprofit, unit of government, or other entity that can coordinate the appropriate personnel for the AIC program.
- Fiscal Sponsors are permitted if they meet the guidelines in the [policy](#).
- If the applicant is a multi-state organization with headquarters in another state, the applicant must have physical offices in California and currently provide services to California residents.
- Demonstrate the ability to administer the program efficiently and effectively to meet program outcomes. **Additionally, administrative personnel must have at least five (5) years of administrative experience within the last ten (10) years.**

- Demonstrate the ability to provide and/or coordinate access to training for personnel.
- Demonstrate the ability to collect and provide program information/data to CDCR and the CAC as required.
- Demonstrate experience with AIC programs at the state or local level, or experience in providing participatory arts programming in a comparable setting or to comparable populations.
- Demonstrate the ability to provide qualified Arts Providers who can deliver services within CDCR institutions. Proposer should factor in probation/parole timeframe or other issues that could potentially jeopardize the Arts Provider's ability to provide services within institutions.
- **Arts Providers must have:**
 - **Actively participated in their art practice for at least three (3) years.**
 - **Provided arts services in correctional or comparable settings for at least one (1) year.**

G. Deliverables

The Coordinating Organizations resulting from this RFP will:

1. Provide arts programming to Participants in CDCR institutions based on the needs outlined in the Scope of Work and the Proposer application.
2. **Meet all the additional responsibilities outlined in the Section 3 template, Attachment 1: Additional Contractor Responsibilities, starting on page 1.**
3. Provide culturally competent, equitable, and inclusive AIC programming. For more information about cultural equity and inclusion, go to Section 3, Attachment 1, Part I: Cultural Competency, Equity, and Inclusion, starting on page 6.
4. Provide AIC programming information on a regular basis to CAC and CDCR, as needed. Additionally, Coordinating Organizations will participate in regular technical assistance calls facilitated by CAC.

H. Key Action Dates

EVENT	DATE	TIME
RFP Available to Prospective Proposers	February 7, 2020	9:00 AM
Optional RFP Webinar	March 5, 2020	3:00 to 4:00 PM
Round 1 RFP Questions Due	March 5, 2020	4:00 PM
Responses to Round 1 RFP Questions (Posted Online)	March 11, 2020	4:00 PM
Round 2 RFP Questions Due	April 8, 2020	4:00 PM
Responses to Round 2 RFP Questions (Posted Online)	April 10, 2020	4:00 PM
Proposal Submissions Due	May 11, 2020	9:00 AM
Closed Session Committee Review of Proposals	May 11 to 13, 2020	9:00 AM to 5:00 PM
CDCR Community Resource Manager Review of Proposed Programs	May 14 to May 21, 2020	
Notice of Intent to Award (Posted at the CAC Office and Online)	May 22, 2020	1:00 PM
Proposed Award Date (Awardees Emailed)	May 29, 2020	1:00 PM

1. Questions about the RFP

Any questions regarding this RFP can be emailed to the Arts in Corrections Program Analyst at roman.sanchez@arts.ca.gov. Due to the state competitive bidding process, responses to all questions will only be answered via a public document posted online on March 11, 2020 at 4:00 PM (Round 1) and April 10, 2020 at 4:00 PM (Round 2). **No questions regarding the RFP will be answered, in-person, over the phone, or through private email message.**

2. Optional Webinar

The CAC will conduct a webinar on this RFP for the Proposers on March 5, 2020. Interested parties must [register online](#) for the webinar. If you are unable to attend

the webinar, make sure you submit any questions you may have by the question deadlines. **The webinar will be recorded and [published online](#) by March 11, 2020.**

The CAC will take questions during the webinar but reserves the right to not respond at that time. All questions and responses from this webinar as well as questions submitted by email during Round 1 will be made available to the public on March 11, 2020. Responses to questions received during Round 2 will be made available to the public on April 10, 2020.

3. Work Schedule Requirements

The CAC anticipates that the work related to this RFP will start in July 2020. The actual start date is contingent upon approval of an awarded contract resulting from this RFP by the California Department of General Services, Office of Legal Services. The timeline will be developed between the CAC and the Coordinating Organization once the award of this contract has been finalized.

Post-contract award revisions to the program and timelines are subject to approval by the CAC.

I. Additional Submission Notes and Requirements

Submission instruction and requirements are provided in the **AIC RFP# 2019-01 Proposal Template Instructions and Submission Requirements**. This section includes additional requirements not outlined in said document.

1. The legal name of the Proposer must be provided, if the proposal is made under a fictitious name, business title or abbreviated name.
2. Costs incurred for developing proposals and in anticipation of award of the agreement are entirely the responsibility of the Proposer and shall not be charged to the State of California.
3. The State may reject any or all proposals. **A proposal may be rejected if it is incomplete, submitted late, or proposes programming that is in violation of CDCR policy.**
4. A Proposer may withdraw its proposal by submitting a written withdrawal request to the State, signed by the Proposer or an authorized agent. A Proposer may thereafter submit a new proposal prior to the proposal submission deadline. This is also the process by which a Proposer may modify

- a submitted proposal. Proposal modifications offered in any other manner, oral or written, will not be considered.
5. The awarding agency may modify the RFP prior to the date fixed for submission of proposals by the issuance of an addendum to all parties who received a proposal package.
 6. The awarding agency reserves the right to reject all proposals. The agency is not required to award an agreement.
 7. The State does not accept alternate contract language from a prospective Coordinating Organization. A proposal with such language will be considered a counter proposal and will be rejected. The State's General Terms and Conditions (GTC) are not negotiable.
 8. No oral understanding or agreement shall be binding on either party.

J. Proposal Evaluation Process

At the time of proposal opening, each proposal will be checked for the presence or absence of required information in compliance with the submission requirements of this RFP.

Proposals that contain false or misleading statements, or which provide references which do not support an attribute or condition claimed by the Proposer, may be rejected.

Multiple contracts are expected to be awarded through the RFP process, with the highest-scored and responsive proposal selected first, then the next highest scored responsible proposal, and so on until the AIC programmatic needs are met. In the case of a significant imbalance of proposals between institutions (i.e. a large number of proposal for only a few institutions), the CAC may award contracts only to the highest scored and responsive proposal to the institution.¹ As noted in the State Contracting Manual in section 5.85, "In certain limited circumstances, agencies may develop multi-vendor awards, provided the awards still follow the PCC methodology."

¹ During the years of the AIC pilot, some institutions had more AIC services available than the institutions were able to program. This was due to a high number of AIC services proposed for a small number of institutions. This provision protects the state's investment to fully utilize AIC contract services based on institution capacity without favoring one specific Coordinating Organization over another.

K. Proposal Evaluation

Due to the specific experience needed by the Coordinating Organization in order to fulfill the RFP, the point system set to evaluate proposals is defined in this RFP and follows Public Code Contract process methodology.

The point matrix for the scoring criteria is as follows:

RATING/SCORING CRITERIA	MAXIMUM POSSIBLE POINTS
Section 1	
Organization’s profile aligns with the AIC Program	10
Commitment to Cultural Competency, Equity, and Inclusion	10
Qualifications of Administrative Personnel	5
Section 2	
Experience in the Proposed Institution	10
Strength and Quality of Project Plan and Curriculum	20
Qualifications of Arts Providers	5
Reasonable Resource Allocation	5
Additional Criteria	
Cost	30
Accuracy of Proposal (for entire RFP Proposal)	5
TOTAL POSSIBLE POINTS	100

The following point scale will be used to score the responses to each criterion except for the cost.

PERCENT OF MAXIMUM POINTS ALLOTTED TO CRITERION
<p>100 to 91% of the points will be given for responses that exceed the expectations of the criteria backed by a clear, detailed submission that demonstrates that the proposer has experience that includes both comparable programs and tangential projects. Proposer demonstrates they can provide unusual or exemplary insight to benefit the AIC program and will deliver the required program outcomes. The proposer could likely provide leadership to expand the prison arts field.</p>

90 to 81% of the points will be given for responses that **meet** the expectations of the criteria backed by an adequate clear, detailed submission that demonstrates that the proposer has performed all the specific duties required by the AIC program and is **very likely** to deliver the required program outcomes.

80 to 61% of the points will be given for responses that meet the expectations backed by a clear, detailed submission that demonstrates the proposer has performed at least some of the specific duties required by the AIC program and is **likely** to deliver the required program outcomes.

60 to 24% of the points will be given for responses that **meet few** of the expectations of the criteria. **Responses are not always clear and detailed.** The proposer demonstrates they may have the ability and capacity to develop the AIC program. They demonstrate that they may leverage experiences to deliver **some** of the program outcomes.

25 to 1% of the points will be given for **responses that hint at the proposer's ability to meet the criteria** but leave panelists with **multiple questions about their ability** to leverage their experience to meet program outcomes.

0% of the points will be given for responses that **do not** demonstrate the proposer's ability to meet the criterion due to a lack of a clear, detailed response.

Cost of Proposal

Cost is measured by the grand total (the sum of all costs, including administrative, oversight, management, travel, artists' fees, etc.) of the proposed budget divided by the total number of instruction hours led by both Arts Providers and Guest Artists.

The lowest cost proposal is awarded the maximum cost points. Other proposals are awarded cost points based on the following calculation:

Lowest Proposer's Cost/Other Proposal = (factor) X maximum cost points = cost points for the Other Proposal

EXAMPLE with 30 cost points available

Proposal 1 = \$350 per Instruction Hour

Proposal 2 = \$222 per Instruction Hour

Proposal 3 = \$139 per Instruction Hour (*Lowest Cost*)

Proposal 3 = 30 cost points

Proposal 1 = $(\$139/\$350) = 0.397 \times 30 = 11.91$ cost points awarded

Proposal 2 = $(\$139/\$222) = 0.626 \times 30 = 18.78$ cost points awarded

*Note: The proposal with the lowest adjusted cost per instruction hour will be scored higher than another submitted with a higher adjusted cost per teaching hour. However, **Proposers should not under-budget their proposed program to avoid jeopardizing the efficiency and quality of the program if awarded a contract.***

L. Award and Protests

- a) Notice of the proposed award shall be posted on the [Arts in Corrections website](#) and in a public place in the office of the CAC; 1300 I Street, Suite 930; Sacramento, CA 95814 for five (5) working days prior to awarding the agreement.
- b) If any Proposer, prior to the award of agreement, files a protest with the CAC and the Department of General Services (DGS), Office of Legal Services (OLS), 707 Third Street, 7th Floor, Suite 7-330, West Sacramento, CA 95605, on the grounds that the (protesting) Proposer would have been awarded the contract had the agency correctly applied the evaluation standard in the RFP, or if the agency followed the evaluation and scoring methods in the RFP, the agreement shall not be awarded until either the protest has been withdrawn or the DGS has decided the matter. It is suggested that you submit any protest by certified or registered mail.
- c) Within five (5) days after filing the initial protest, the protesting Proposer shall file with the DGS, OLS and the CAC a detailed statement specifying the grounds for the protest.

M. Disposition of Proposals

- a) Upon proposal opening, all documents submitted in response to this RFP will become the property of the State of California and will be regarded as public records under the California Public Records Act (Government Code Section 6250 et seq.) and subject to review by the public.
- b) Proposal packages may be returned only at the Proposer's expense, unless such expense is waived by the awarding agency.

N. Agreement Execution and Performance

- a) Performance shall start on a date set by the awarding agency and the Coordinating Organization, after all approvals have been obtained and the agreement is fully executed. Should the Coordinating Organization fail to commence work at the agreed upon time, the awarding agency, upon five (5) days written notice to the Coordinating Organization, reserves the right to terminate the agreement. In addition, the Coordinating Organization shall be liable to the State for the difference between Coordinating Organization's Proposal price and the actual cost of performing work by another Coordinating Organization.
- b) All performance under the agreement shall be completed on or before the termination date of the agreement.

O. Preference Programs

The Disabled Veterans Business Enterprise Participation does not apply to this bid.

Small Business Preference

Certified, responsive and responsible Proposers with a State of California Small Business designation will receive an additional 5% of the total points awarded to the highest scored responsive and responsible non-small business bidder (per State Contracts Manual Volume 1, Chapter 8, Section 8.2). ***A bidder may claim the Small Business and/or Micro Business preference if the bidder submits a complete application and is approved for certification by DGS/OSDS by the proposal due date.***

Non-profit organizations are not eligible for small business certification because the applicant business must be a for-profit business and owned by one or more individuals and/or businesses

P. Standard Agreement (STD 213)

Standard Agreement (STD 213) is for reference only. A sample of the [Standard Agreement \(STD 213\)](#) can be viewed under "Forms." It does not need to be filled out and submitted at this time.

All agreements entered into with the State of California will include by reference General Terms and Conditions referred to in STD 213, and Contractor Certification

Clauses that may be viewed and downloaded on the [Department of General Services website](#) (see “Standard Contract Language”).

Appendix 1: Glossary of Terms

Arts Providers are individuals highly skilled and trained in their artistic discipline and are experienced teaching artists.

Class(es), in the California Arts Council's (CAC) Arts in Corrections (AIC), are the singular units within a workshop where a group of Participants are taught together.

Coordinating Organizations are nonprofit arts organizations, arts-related units of government, or other entities currently contracted with the CAC to implement AIC programming.

Participants are individuals currently incarcerated in CDCR institutions that are or will be participating in an art program coordinated by an AIC Coordinating Organization.

Programs, in the CAC's AIC, are defined as a series of different workshops that follow the same plan.

RFP Proposers are nonprofit arts organizations, arts-related units of government, or other entities that wish to submit or are submitting a proposal to a Request for Proposal (RFP).

Workshops, in the CAC's AIC, are defined as a series of art classes that comprise a program.

Institution Definitions

Enhanced Outpatient Program (EOP) provides care to patients diagnosed with a mental illness who would benefit from the structure of a therapeutic environment that is less restrictive than inpatient settings. These patients do not require continuous nursing care. Often, they are transitioning from inpatient care, or may also have a serious long-term mental illness.

General Population (GP) prison facilities house individuals not assigned to segregated housing, Enhanced Outpatient or Sensitive Needs Yard programs; that are not Reception Centers; and that do not house condemned individuals or those with inpatient medical needs.

Lifers are people sentenced to a life term. Individuals sentenced with the possibility of parole cannot be released on parole until the Board of Parole Hearings (BPH) determines that they are ready to be returned to society. Individuals sentenced to life without the possibility of parole do not receive BPH review.

Mainline are prisons, or facilities within prisons, that are not Reception Centers (where individuals go when they arrive at state prison to go through the classification and institution placement process).

Reception Center is the process every person to be incarcerated must go through upon arrival to state prison to determine their programming and medical needs, security level and where they will be housed. This could take up to 120 days.

Security Levels

- **Level I** - Facilities and Camps consist primarily of open dormitories with a low security perimeter.
- **Level II** - Facilities consist primarily of open dormitories with a secure perimeter, which may include armed coverage.
- **Level III** - Facilities primarily have a secure perimeter with armed coverage and housing units with cells adjacent to exterior walls.
- **Level IV** - Facilities have a secure perimeter with internal and external armed coverage and housing units or cell block housing with cells non-adjacent to exterior walls.

Segregated Housing are more restrictive units that house individuals who have been removed from the General Population and are awaiting decisions as to whether they will be returned to the General Population, transferred to another facility, or assigned to a long-term segregation unit. Individuals may be segregated for disciplinary or for safety and security reasons.

Self Help Sponsors are non-custody staff members who, in addition to their duties in their regular work assignment, act as program facilitators for individuals who voluntarily participate in rehabilitative programs. Sponsors supervise, assist and guide individuals in group activities, help organize events and liaison between prison administrations and the program Participants and instructors.

Sensitive Needs Yards (SNY) often referred to as “soft yards,” house individuals with safety concerns in settings similar to, but separate from, a General Population facility.

Appendix 2: Institutions Requesting Additional AIC Programs

The institutions requesting additional programming are listed below in the order of highest programmatic need:

1. LAC

1. ADDITIONAL workshop hours requested by the CRM							
40 hours per week							
2. Day(s) and timeframe(s) requested							
Time block	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Morning (7AM - Noon)							
Afternoon (Noon - 4PM)						X	
Evening (4PM - 10PM)	X	X	X	X	X		
3. Location(s) & Population(s) Served							
TBA							
4. Space(s) available for additional programming.							
Gyms and Chapel							
5. Is there storage for art supplies at your institution? (i.e. a locker, storage room, etc.)							
No							
6. Is a Self Help Sponsor available?							
Yes, until probationary period is complete.							
7. Disciplines Requested							
Priority	Discipline						
1	<i>Literary Arts</i>						
2	<i>Media Arts</i>						

2. SAC

1. ADDITIONAL workshop hours requested by the CRM							
TBA							
2. Day(s) and timeframe(s) requested							
Time block	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Morning (7AM - Noon)							
Afternoon (Noon - 4PM)							
Evening (4PM - 10PM)	X	X	X	X	X	X	X
3. Location(s) & Population(s) Served							
TBA							
4. Space(s) available for additional programming.							
TBA							
5. Is there storage for art supplies at your institution? (i.e. a locker, storage room, etc.)							
6. Is a Self Help Sponsor available?							

7. Disciplines Requested	
Priority	Discipline
1	<i>Literary Arts: Creative Writing, Poetry</i>
1	<i>Performing Arts: Classical Guitar, Native American Flute, Theatre</i>
1	<i>Visual Arts: Drawing, Painting</i>

3. WSP

1. ADDITIONAL workshop hours requested by the CRM							
2. Day(s) and timeframe(s) requested 1 is the first priority, 2 is the second priority, etc.							
Time block	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Morning (7AM - Noon)							1
Afternoon (Noon - 4PM)							1
Evening (4PM - 10PM)							1
3. Location(s) & Population(s) Served							
Facility M and A							
4. Space(s) available for additional programming.							
Education, Gym							
5. Is there storage for art supplies at your institution? (i.e. a locker, storage room, etc.)							
Yes							
6. Is a Self Help Sponsor available?							
Yes, if needed. Current AIC programs are running with no Self-Help Sponsor.							

7. Disciplines Requested	
Priority	Discipline
1	<i>Literary Arts</i>
2	<i>Performing Arts</i>
3	<i>Folk & Traditional Arts</i>
4	<i>Multidisciplinary Arts</i>
5	<i>Media Arts</i>
6	<i>Visual Arts</i>

4. CTF

1. ADDITIONAL workshop hours requested by the CRM							
Four additional hours a week							
2. Day(s) and timeframe(s) requested							
Time block	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Morning (7AM - Noon)							
Afternoon (Noon - 4PM)							
Evening (4PM - 10PM)							
3. Location(s) & Population(s) Served							
All 3 Facilities							
4. Space(s) available for additional programming.							
TBA							
5. Is there storage for art supplies at your institution? (i.e. a locker, storage room, etc.)							
Yes							
6. Is a Self Help Sponsor available?							
Yes							

7. Disciplines Requested	
Priority	Discipline
1	<i>Visual Arts</i>
2	<i>Literary Arts</i>
1	<i>Multidisciplinary Arts</i>

5. CAL

1. ADDITIONAL workshop hours requested by the CRM							
3-6 Hours per week							
2. Day(s) and timeframe(s) requested							
1 is the first priority, 2 is the second priority, etc.							
Time block	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Morning (7AM - Noon)							2
Afternoon (Noon - 4PM)						4	3
Evening (4PM - 10PM)					1	5	
3. Location(s) & Population(s) Served							
Facilities A, B, C, and D							
4. Space(s) available for additional programming.							
Education, Chapel, DRP Room							
5. Is there storage for art supplies at your institution? (i.e. a locker, storage room, etc.)							
Yes							
6. Is a Self Help Sponsor available?							
Yes, However, CAL will be canvassing for additional sponsors to fill any potential vacancies.							

7. Disciplines Requested	
Priority	Discipline
1	<i>Folk & Traditional Arts</i>
2	<i>Literary Arts</i>
3	<i>Performing Arts</i>
4	<i>Visual Arts</i>

6. NKSP

1. ADDITIONAL workshop hours requested by the CRM							
Two hours per week.							
2. Day(s) and timeframe(s) requested							
1 is the first priority, 2 is the second priority, etc.							
Time block	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Morning (7AM - Noon)	1	2	3	4	5	6	7
Afternoon (Noon - 4PM)	1	2	3	4	5	6	7
Evening (4PM - 10PM)							
3. Location(s) & Population(s) Served							
Yards A Level 3 and M Low Level							
4. Space(s) available for additional programming.							
Chapel and Gym, some education classrooms							
5. Is there storage for art supplies at your institution? (i.e. a locker, storage room, etc.)							
No							
6. Is a Self Help Sponsor available?							
Not during the day							

7. Disciplines Requested	
Priority	Discipline
1	<i>Visual Arts</i>
2	<i>Performing Arts - Choir</i>
3	<i>Literary Arts</i>
4	<i>Media Arts</i>
5	<i>Multidisciplinary Arts</i>
6	<i>Folk & Traditional Arts</i>

7. CMF

1. ADDITIONAL workshop hours requested by the CRM							
TBA							
2. Day(s) and timeframe(s) requested							
Time block	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Morning (7AM - Noon)							
Afternoon (Noon - 4PM)							
Evening (4PM - 10PM)	X	X	X	X	X		
3. Location(s) & Population(s) Served							
All Locations							
4. Space(s) available for additional programming.							
O Wing, Visiting Room, Closed Units (Medical/Mental Health)							
5. Is there storage for art supplies at your institution? (i.e. a locker, storage room, etc.)							
No							
6. Is a Self Help Sponsor available?							
Yes							

7. Disciplines Requested	
Priority	Discipline
1	<i>Media Arts</i>
2	<i>Visual Arts: Knitting</i>

8. CCI

1. ADDITIONAL workshop hours requested by the CRM							
TBA							
2. Day(s) and timeframe(s) requested 1 is the first priority, 2 is the second priority, etc.							
Time block	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Morning (7AM - Noon)	3	3	3	3	3	3	3
Afternoon (Noon - 4PM)	2	2	2	2	2	2	2
Evening (4PM - 10PM)	1	1	1	1	1	1	1
3. Location(s) & Population(s) Served							
Facilities C, D, and E. Facility C is a Progressive Programming Facility (PPF) - a level III. Facilities D and E are Levels I and II, General Population.							
4. Space(s) available for additional programming.							
Gym, Chapel, possibly classrooms in evenings.							
5. Is there storage for art supplies at your institution? (i.e. a locker, storage room, etc.)							
Yes							
6. Is a Self Help Sponsor available?							
Yes							
7. Disciplines Requested							
Priority	Discipline		Notes				
1	<i>Media Arts</i>						
2	<i>Visual Arts</i>		<i>For Facility C, PPF</i>				
3	<i>Literary Arts</i>						
4	<i>Performing Arts</i>		<i>For Facility C, PPF</i>				
5	<i>Folk & Traditional Arts</i>						
6	<i>Multidisciplinary Arts</i>						

9. HDSP

1. ADDITIONAL workshop hours requested by the CRM							
10 Additional Programs							
2. Day(s) and timeframe(s) requested							
1 is the first priority, 2 is the second priority, etc.							
Time block	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Morning (7AM - Noon)					1	2	3
Afternoon (Noon - 4PM)					1	2	3
Evening (4PM - 10PM)			4		1	2	3
3. Location(s) & Population(s) Served							
All facilities are available Friday through Sunday. Facility A is available Wednesday starting at 4:30PM.							
4. Space(s) available for additional programming.							
Chapel, Dining, and Gym							
5. Is there storage for art supplies at your institution? (i.e. a locker, storage room, etc.)							
Yes							
6. Is a Self Help Sponsor available?							
For some of the times. We're working at hiring additional sponsors.							

7. Disciplines Requested	
Priority	Discipline
1	<i>Performing Arts</i>
2	<i>Visual Arts: Art</i>
3	<i>Media Arts: Film or Radio</i>
4	<i>Literary Arts</i>
5	<i>Folk & Traditional Arts</i>
6	<i>Multidisciplinary Arts</i>

10. PVSP

1. ADDITIONAL workshop hours requested by the CRM							
3 hours per week (Two 1 1/2 hour classes)							
2. Day(s) and timeframe(s) requested							
1 is the first priority, 2 is the second priority, etc.							
Time block	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Morning (7AM - Noon)							
Afternoon (Noon - 4PM)							
Evening (4PM - 10PM)	3 rd priority	1 st priority	2 nd priority	4 th priority		5 th priority	
3. Location(s) & Population(s) Served							
SYN							
4. Space(s) available for additional programming.							
Gym							
5. Is there storage for art supplies at your institution? (i.e. a locker, storage room, etc.)							
Lockers and Storage Room							
6. Is a Self Help Sponsor available?							
Yes							
7. Disciplines Requested							
Priority	Discipline						
1	Visual Arts						

11. CHCF

1. ADDITIONAL workshop hours requested by the CRM							
As many as possible.							
2. Day(s) and timeframe(s) requested							
Time block	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Morning (7AM - Noon)						X	X
Afternoon (Noon - 4PM)						X	X
Evening (4PM - 10PM)	X	X	X	X	X		
3. Location(s) & Population(s) Served							
Requested additional programs for all people experiencing incarceration that are able to attend based on their medical and mental health status.							
4. Space(s) available for additional programming.							
The chapel space available on weeknight evenings and the Education space on weeknight evenings and weekends.							
5. Is there storage for art supplies at your institution? (i.e. a locker, storage room, etc.)							
No.							
6. Is a Self Help Sponsor available?							
Yes, upon request.							
7. Disciplines Requested							
Priority	Discipline						
1	<i>Visual Arts</i>						
2	<i>Literary Arts</i>						
3	<i>Multidisciplinary Arts</i>						

12. SVSP

1. ADDITIONAL workshop hours requested by the CRM							
TBA							
2. Day(s) and timeframe(s) requested							
Time block	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Morning (7AM - Noon)							
Afternoon (Noon - 4PM)							
Evening (4PM - 10PM)						1 st priority	2 nd priority
3. Location(s) & Population(s) Served							
M Yard, Population Level 1							
4. Space(s) available for additional programming.							
M Yard Gym, Chapel, Any Space Available							
5. Is there storage for art supplies at your institution? (i.e. a locker, storage room, etc.)							
Yes							
6. Is a Self Help Sponsor available?							
Will hire one if needed							
7. Disciplines Requested							
Priority	Discipline						
1	<i>Media Arts</i>						

13. CIM

1. ADDITIONAL workshop hours requested by the CRM							
Four hours a week.							
2. Day(s) and timeframe(s) requested							
Time block	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Morning (7AM - Noon)						9- Noon	9-Noon
Afternoon (Noon - 4PM)						1-4PM	1-4PM
Evening (4PM - 10PM)							
3. Location(s) & Population(s) Served							
Facilities A, C, and D all Non-Designated Level II Yards. Facility B Reception Center.							
4. Space(s) available for additional programming.							
Education and Gym							
5. Is there storage for art supplies at your institution? (i.e. a locker, storage room, etc.)							
We could provide lockers							
6. Is a Self Help Sponsor available?							
Yes							

7. Disciplines Requested	
Priority	Discipline
1	<i>Folk & Traditional Arts</i>
1	<i>Literary Arts</i>
1	<i>Media Arts</i>

14. CAC

1. ADDITIONAL workshop hours requested by the CRM							
TBA							
2. Day(s) and timeframe(s) requested							
Time block	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Morning (7AM - Noon)							
Afternoon (Noon - 4PM)							
Evening (4PM - 10PM)							
3. Location(s) & Population(s) Served							
General Population							
4. Space(s) available for additional programming.							
TBA							
5. Is there storage for art supplies at your institution? (i.e. a locker, storage room, etc.)							
Depending on location							
6. Is a Self Help Sponsor available?							
Depending on availability							
7. Disciplines Requested							
Priority	Discipline						
1	<i>Performing Arts: Hip Hop Dance, Music/Band</i>						

15. DVI

1. ADDITIONAL workshop hours requested by the CRM							
2 hours per week for 3 classes (Total of 6 hours per week)							
2. Day(s) and timeframe(s) requested							
Time block	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Morning (7AM - Noon)						12:00 to 4:30 PM and 5:30 PM to 8:00PM	8:00 AM to 4:30 PM and 5:30 PM to 8:00PM
Afternoon (Noon - 4PM)							
Evening (4PM - 10PM)		3		2	1		
3. Location(s) & Population(s) Served							
Mainline Level II/III							
4. Space(s) available for additional programming.							
Education Classrooms							
5. Is there storage for art supplies at your institution? (i.e. a locker, storage room, etc.)							
Yes, storage room and lockers.							
6. Is a Self Help Sponsor available?							
Yes							

7. Disciplines Requested	
Priority	Discipline
1	<i>Visual Arts: Mural, Painting, Drawing</i>
2	<i>Literary Arts</i>
3	<i>Media Arts</i>
4	<i>Multidisciplinary Arts</i>
5	<i>Folk & Traditional Arts</i>
6	<i>Performing Arts</i>